



MONTENEGRO PORTC

WE ARE LOOKING FOR RESIDENTIAL RECEPTIONIST

We are currently recruiting for a Receptionist to join our front desk team in one of the Residences, and become an integral part of a friendly and professional environment.

In this role, you will be committed to providing five-star quality services to our clients, ensuring their memorable experience.

LOCATION

Tivat, Montenegro

SCHEDULE

Full time

POSITION REPORTS TO

Front of House Supervisor

Key Aspects of the Role:

- Providing courteous, prompt and efficient service to clients and guests on all of their inquiries;
- Handling incoming calls and walk in's, following the Company's procedures;
- Keeping office supplies in order and liaising with vendors;
- Ensuring reception area is tidy and presentable, with all necessary stationery and material;
- Performing ad-hoc administrative duties including copying, faxing etc.;
- Projecting an approachable and professional image in personal appearance and demeanor;
- Being fully aware of Porto Montenegro products and services at all times;
- Ad-hoc duties, as assigned by Supervisor.

We'd love to hear from people with:

- Higher education or vocational training specializing in the tourism and/or hospitality industry;
- A minimum of 1 year of experience in a front office/customer service field;
- Fluency in English language. Knowledge of another foreign language would be an advantage;
- Friendly and outgoing personality, with excellent personal presentations and communication skills;
- An engaging, polite and professional approach, with a passion for delivering exceptional levels of customer service;
- Ability to multi-task while maintaining a positive attitude when working with a client;
- Proficiency with Microsoft Office suite of products and ability to navigate through Company systems;
- Hands-on experience with office equipment (e.g. fax machines and printers).

Interested?

Please submit and complete your application in confidence to: Human Resources, Adriatic Marinas d.o.o. via [Residential Receptionist](#)

We look forward to receiving your application and meeting you in the process!

